

## Schedule of Events

### Test Dates for the ACT® Test

Paper Testing	Date/Window
Initial test date—standard time	March 3, 2020
Initial testing window—accommodations and/or supports	March 3–13, 2020
Makeup test date—standard time	March 17, 2020
Makeup testing window—accommodations and/or supports	March 17–27, 2020
Emergency test date—standard time	March 31, 2020
Emergency testing window—accommodations and/or supports	March 31–April 10, 2020

### Communications

ACT communicates with the school test coordinator (TC) and district test coordinator (DTC) about upcoming activities. ACT does not communicate with any other staff. The TC is responsible for including test accommodation coordinators (TAC), room supervisors (RS), and proctors (P) in activities and training opportunities.

### Your Website

The [Wisconsin website](https://www.act.org/wisconsin) is your one-stop-shop for all of your resources.

### Preparing for Initial Testing

Open Date	Close Date	Responsible Role	Event
November 4, 2019	November 29, 2019	TC	<b>Manage</b> participation in PearsonAccess <sup>next</sup> .
November 4, 2019	November 29, 2019	TC	<b>Verify</b> the shipping address in PearsonAccess <sup>next</sup> . <b>Submit</b> an <a href="#">Address Change Request</a> form if the address needs updated.
November 4, 2019	January 17, 2020	TC, TAC	<b>Request</b> accommodations and/or supports for eligible examinees through the Test Accessibility and Accommodations System (TAA).
November 7, 2019 11:00 a.m. CT		TC, TAC	<b>Attend</b> a Q&A session about accommodations and supports. <b>Registration link:</b> <a href="https://event.on24.com/wcc/r/2081861/FB85823D225B07B560441D9109F96E3D">https://event.on24.com/wcc/r/2081861/FB85823D225B07B560441D9109F96E3D</a>

Open Date	Close Date	Responsible Role	Event
December 5, 2019 10:30 a.m. CT		TC, RS, P	<b>Attend</b> a Q&A session about test administration. <b>Registration link:</b> <a href="https://event.on24.com/wcc/r/2083187/8331EC1E12C16135FE3DE1D2E995F960">https://event.on24.com/wcc/r/2083187/8331EC1E12C16135FE3DE1D2E995F960</a>
January 17, 2020		State	<b>Upload</b> student data in PearsonAccess <sup>next</sup> .
January 20, 2020	February 28, 2020	TC, TAC	<b>Request</b> late consideration of accommodations and/or supports for eligible examinees in TAA using the <a href="#">Late Consideration Request</a> form. See the form for details.
January 20, 2020	March 2, 2020	TC	<b>Request</b> to <b>enroll</b> any new examinees by submitting the <i>Enroll or Unenroll Students</i> file in PearsonAccess <sup>next</sup> .
January 23, 2020 10:30 a.m. CT		TC, RS, P	<b>Attend</b> an additional Q&A session about test administration. <b>Registration link:</b> <a href="https://event.on24.com/wcc/r/2083173/742C0DC66CF38C91C4D26DBA46117D3F">https://event.on24.com/wcc/r/2083173/742C0DC66CF38C91C4D26DBA46117D3F</a>
January 27, 2020	February 21, 2020	TC	<b>Order</b> additional standard time materials for use on the initial test date, <b>March 3</b> , in PearsonAccess <sup>next</sup> .
January 31, 2020		TC, TAC	<b>Request</b> reconsideration of accommodations and/or supports in TAA.
February 3, 2020 or February 10, 2020	February 6, 2020 or February 13, 2020	TC	<b>Receive</b> materials for initial testing, based on the receipt window selected in PearsonAccess <sup>next</sup> . <i>Note: If you are not testing on (March 3) you will receive your secure materials the week before your selected test date.</i>
After materials arrive	March 2, 2020	TC	<b>Conduct</b> sessions for examinees testing on paper to complete non-test information.
After materials arrive	March 2, 2020	TC	<b>Train</b> room supervisors and proctors. <b>Prepare</b> rooms and materials.
March 3, 2020		TC, RS, P	<b>Administer</b> the ACT on paper with standard time on the initial standard time test date.
March 3, 2020	March 13, 2020	TC, TAC, RS, P	<b>Administer</b> the ACT on paper with accommodations and/or supports during the initial testing window. <i>Note: Test only on weekdays.</i>

Open Date	Close Date	Responsible Role	Event
March 4, 2020		TC	<p><b>Return</b> test booklets, used answer documents, and test administration forms from the <b>March 3</b> initial standard time test date to ACT.</p> <p><b>Receipt deadline at ACT: March 10, 2020.</b></p> <p><i>Note: Late-arriving answer documents will not be scored.</i></p>
March 16, 2020		TC	<p><b>Return</b> test booklets, used answer documents, and test administration forms from the <b>March 3–13</b> initial testing window—accommodations and/or supports to ACT.</p> <p><b>Receipt deadline at ACT: March 20, 2020.</b></p> <p><i>Note: Late-arriving answer documents will not be scored.</i></p>

## Preparing for Makeup Testing

Open Date	Close Date	Role Responsible	Event
March 3, 2020	March 6, 2020	TC	<p><b>Order</b> standard time materials for use on the makeup test date, <b>March 17</b>, in PearsonAccess<sup>next</sup>.</p> <p><b>Order</b> accommodations and/or supports materials by calling ACT Accommodations at 800.553.6244, ext. 1788.</p>
March 3, 2020	March 16, 2020	TC	<p><b>Request to enroll</b> any new examinees by submitting the <i>Enroll or Unenroll Students</i> file in PearsonAccess<sup>next</sup>.</p>
March 9, 2020	March 12, 2020	TC	<p><b>Receive</b> materials for testing on the <b>March 17</b> test date.</p>
After materials arrive	March 16, 2020	TC	<p><b>Conduct</b> sessions for examinees testing on paper to complete non-test information.</p> <p><i>Note: This is only required for examinees who have not already completed the non-test information.</i></p>
March 17, 2020		TC, RS, P	<p><b>Administer</b> the ACT on paper with standard time on the test date.</p>
March 17, 2020	March 27, 2020	TC, TAC, RS, P	<p><b>Administer</b> the ACT on paper with accommodations and/or supports during the testing window.</p> <p><i>Note: Test only on weekdays.</i></p>

Open Date	Close Date	Role Responsible	Event
March 18, 2020		TC	<p><b>Return</b> test booklets, used answer documents, and test administration forms from the <b>March 17</b> standard time test date to ACT.</p> <p><b>Receipt deadline at ACT: March 20, 2020.</b></p> <p><i>Note: Late-arriving answer documents will not be scored.</i></p>
March 30, 2020		TC	<p><b>Return</b> test booklets, used answer documents, and test administration forms from the <b>March 14–27</b> testing window—accommodations and/or supports to ACT.</p> <p><b>Receipt deadline at ACT: April 3, 2020.</b></p> <p><i>Note: Late-arriving answer documents will not be scored.</i></p>

## Preparing for Emergency Testing

Open Date	Close Date	Role Responsible	Event
March 17, 2020	March 20, 2020	TC	<p><b>Order</b> standard time materials for use on the emergency test date, <b>March 31</b>, in PearsonAccess<sup>next</sup>.</p> <p>Order accommodations and/or supports materials by calling ACT Accommodations at 800.553.6244, ext. 1788.</p>
March 23, 2020	March 26, 2020	TC	<b>Receive</b> materials for emergency testing.
After materials arrive	March 30, 2020	TC	<p><b>Conduct</b> sessions for examinees testing on paper to complete non-test information.</p> <p><i>Note: This is only required for examinees who have not already completed the non-test information.</i></p>
March 31, 2020		TC, RS, P	<b>Administer</b> the ACT on paper with standard time on the emergency test date.
March 31, 2020	April 10, 2020	TC, TAC, RS, P	<p><b>Administer</b> the ACT on paper with accommodations and/or supports during the emergency testing window.</p> <p><i>Note: Test only on weekdays.</i></p>

Open Date	Close Date	Role Responsible	Event
April 1, 2020		TC	<p><b>Return</b> test booklets, used answer documents, and test administration forms from the <b>March 31</b> emergency standard time test date to ACT.</p> <p><b>Receipt deadline at ACT: April 7, 2020.</b></p> <p><i>Note: Late-arriving answer documents will not be scored.</i></p>
April 13, 2020		TC	<p><b>Return</b> test booklets, used answer documents, and test administration forms from the <b>March 31–April 10</b> emergency testing window—accommodations and/or supports to ACT.</p> <p><b>Receipt deadline at ACT: April 17, 2020.</b></p> <p><i>Note: Late-arriving answer documents will not be scored.</i></p>
April 17, 2020		TC	<p><b>Complete</b> State Use Questions and enter the "did not test" reasons for examinees that did not test in PearsonAccess<sup>next</sup>.</p>